

Professional and Managerial Branch
Museum Curatorial and Education Group
Museum Education Curator Series

MUSEUM EDUCATION CURATOR

11/01 (JAS)

General Purpose

Under direction, supervise and recruit museum's volunteer tour guides and public education programs.

Typical Duties:

Plan, implement and direct a variety of public educational programs. Involves: Develop, prepare, conduct and/or supervise the museum's educational programs that include outreach to schools, civic and service organizations and other public and private organizations. Make and guide support staff in formal presentations. Research, design, write and print interpretive materials, exhibition brochures, press releases, gallery guides and regional publications. Prepare written materials for publication and distribution including the museum calendar of upcoming programs, activities and events. Assist in development and coordination of plans, promotions and gallery events.

Oversee the tour guide program and training. Involves: Research art historical information and prepare lectures and written materials for the temporary, traveling and permanent exhibitions. Prepare training materials. Create, evaluate and conduct art history and formal docent training classes for the public. Assess training effectiveness based on development of evaluation tools and analysis of program evaluations. Recruit volunteers. Monitor and coach docent job performance. Adjust training to improve tour content. Schedule docents and maintain work records. Respond to tour inquiries. Schedule and conduct gallery tours.

Perform administrative duties as assigned. Involves: Read and edit written matter by other museum divisions. Lecture at regional and national level about museum programs, art education, museum education and art history. Network and develop museum programs for teachers and students in El Paso and surrounding areas. Promote programs and activities through contact with media. Maintain activity records and prepare related reports.

Supervise assigned regular and volunteer staff. Involves: Schedule, assign, and review operational and procedural activities. Prioritize and coordinate museum's educational activities. Instruct, guide and check work. Appraise employee performance. Provide training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of research and analysis of art and art history.
- Application of considerable knowledge of art education methods, practices and techniques.
- Application of considerable knowledge of the use, care and application of audio/visual equipment in training and presentations.
- Application of good knowledge in the utilization of computer hardware, software and peripherals to develop presentations, graphics, publications and invitations museum events.
- Application of good knowledge of supervisory practices and procedures.
- Application of good knowledge of the training, supervising and scheduling of docents.
- Application of good knowledge of the recruitment, training, supervising and recognizing volunteers.
- Application of some knowledge of public relations, marketing and customer service methods and practices.
- Interpretation of federal, state, and City laws, rules, regulations, related to historical preservation of native and regional artifacts, state and local labor and occupational safety and health rules and regulations.
- Establish and maintain effective working relationships with coworkers, docents, volunteers, officials, contractors, granting agencies, foundations and the general public.
- Clear, concise oral and written communication to respond to media inquiries, prepare marketing and advertisement and other management level reports.

Other Job Characteristics

- Occasional lifting, carrying and transporting and setting up of audio/visual materials and equipment weighing up to 25 pounds.
- Frequent public presentations.
- Work extended hours, weekends and holidays.

Minimum Qualifications

Education and Experience: Equivalent to a combination of an accredited Master's degree in art education, museum studies, art history or related field, and two (2) years of professional art museum educational program development or administration experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Director of Personnel

Department Head